Dear VA Health Professions Trainee,

VHA Mandatory Training for Trainees

In order for you to train at VA, you are required to complete a training program titled *VHA Mandatory Training for Trainees*. This on-line course is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile first. Once you are at the TMS internet website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.
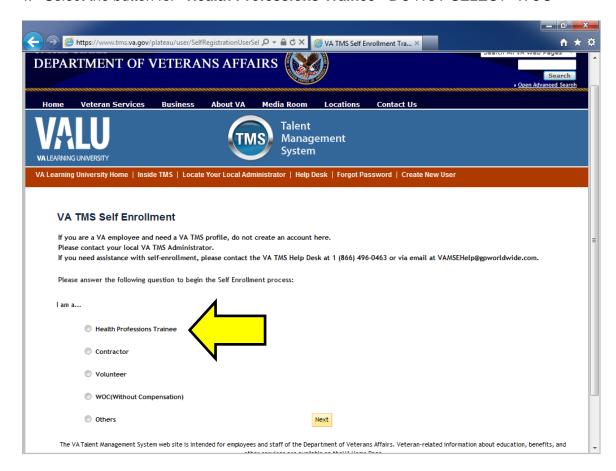
Managed Self-Enrollment (MSE) allows access to VA's TMS training; And records compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

1.1 Step-by-Step Instructions

1. ***FIRST*** contact Mark Ellicott (503) 220 – 8262 X53073 to obtain correct Point of Contact information ***BEFORE*** proceeding with the TMS enrollment steps below. Otherwise your training may not be recorded properly.

2. From a computer, launch a web browser and navigate to http://www.tms.va.gov

3. Click the [**Create New User**] link located near the SIGN IN button.

4. Select the button for **"Health Professions Trainee"** *DO NOT SELECT "WOC"*

5. Click the [**Next**] button
6. Complete all required fields, and any non-required fields if possible.
   a. **My Account Information:**
      i. Create Password
      ii. Re-enter Password
      iii. Security Question
      iv. Security Answer
      v. Social Security Number* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
      vi. Re-enter Social Security Number
      vii. Date of Birth
      viii. Legal First Name (this must be exactly the same on all VA documents!!!)
      ix. Legal Last Name (this must be exactly the same on all VA documents!!!)
      x. eMail Address *(Enter your personal email address. The eMail address will be used as your User ID when you login)*
      xi. Re-enter eMail address
      xii. Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*

   b. **My Job Information:**
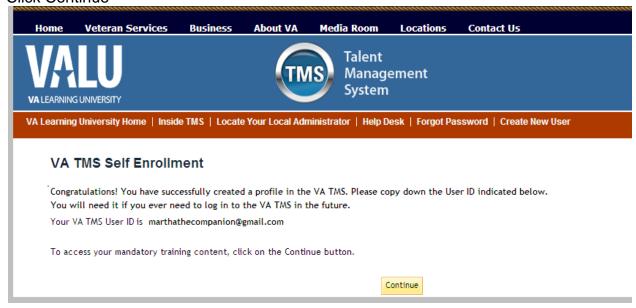   i. VA City – **Portland**
      ii. VA State – **Oregon**

        iii.   VA Location Code – <mark>POR</mark>
        iv.   Trainee Type
        v.   Specialty/Discipline

My Job Information

VA City :	[ ]
VA State :	[▾]
* VA Location Code :	[▾]
(Supplied by your VA Contract)	
* Trainee Type :	[▾]
* Specialty/Discipline :	[▾]
* VA Point of Contact First Name :	[ ]
* VA Point of Contact Last Name :	[ ]
* VA Point of Contact Email Address :	[ ]
Point of Contact Phone Number (do not include hyphens i.e. 1112223333) :	[ ]

Back   Submit

<mark>*** Please contact: Mark Ellicott (503) 220 – 8262 X53073 Before entering any Point of Contact information**</mark>

After entering the requested information click on "Submit".

The following message screen will appear indicating your account has been created. Click Continue

***IMPORTANT:** As soon as you complete self-registration, send an email to Mark Ellicott Mark.Ellicottiii@va.gov

1.2 Launching and Completing the Content

1. Mouse over the title of the *VHA Mandatory Training for Trainees* training course.
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the "**Completed Work**" pod on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to "**Print Completion Certificate**".
7. Print your completion certificate and save it in a pdf file for your records.

1.3 Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one of the components of your computer is not in compliance with the requirements, a red "x' will appear next to the **Check System** link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.

> * Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.